

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

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REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR		CONTRACT NO. / TASK NO.		JOB ORDER NUMBER		APPROVAL	
QSS Group, Inc.		NAS5- 99124	TASK NO. 341	AMENDMENT	700-458-70-20-89 700-689-17-10-89	00 00	
TASK TITLE: (NTE 80 characters; include Project name) Systems Engineering Training Initiatives							
APPROVALS: (Type or print name and sign)							
ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)				DATE	ORG CODE	MAIL CODE	PHONE
Michael Weiss <i>Michael Weiss</i>				8/18/00	730	730	301-286-8152
BRANCH HEAD				DATE	CODE		PHONE
James F. Andary <i>Michael J. Wein for</i>				8/18/00		730	301-286-2269
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)				DATE	CODE		PHONE
Robert S. Lebar, Jr. <i>Robert S. Lebar Jr.</i>				8/21/00		560	301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? <small>(If YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)</small>		CONTRACTING OFFICER'S QUALITY REP.			DESIGNATED FAM:		
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES							
The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.					(To be completed by Contracting Officer) C.O. Requested Quote on: Date: AUG 22 2000		
Contractor will develop specification or statement of work under this task for a future procurement.					<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		
Flight hardware will be shipped to GSFC for testing prior to final delivery.					<input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Government Furnished Property/Facilities:					<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)		
Onsite Performance:					<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If yes: <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL If partial, indicate onsite work in SOW by asterisk (*)		
Surveillance Plan Attached:					<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		
Highlighted Contract Clauses:					(to be completed by Contracting Officer)		
Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 8/22/00.							
INCENTIVE FEE STRUCTUR (check one)							
(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)							
	No. 1	No. 2	<input checked="" type="checkbox"/> No. 3	No. 4	No. 5		
Cost	10%	50%	25%	25%	%		
Schedule	15%	25%	25%	50%	%		
Technical	75%	25%	50%	25%	%		
(To be completed by Contracting Officer)							
The target cost of this task order is \$ <u>170,570</u> .							
The target fee of this task order is \$ <u>11,087</u> .							
The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ <u>181,657</u> .							
The maximum fee is \$ <u>16,204</u> .							
The minimum fee is \$0.							
AUTHORIZED SIGNATURE:							
<i>Elizabeth J. Austin</i> SIGNATURE OF CONTRACTING OFFICER				9/21/00 DATE			
				ELIZABETH J. AUSTIN CONTRACTING OFFICER TYPED NAME OF CONTRACTING OFFICER			
CONTRACTOR'S ACCEPTANCE:							
_____ AUTHORIZED SIGNATURE				_____ DATE			

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QSS Group, Inc.	NAS5- 99124	341	

Applicable paragraphs from contract Statement of Work:

STATEMENT OF WORK: (Continue on blank paper if additional space is required)

The Systems Engineering Division (SED) is chartered with developing and maintaining Goddard Space Flight Center's core systems engineering capability. This capability includes the development of a systems engineering skills base that exists across the entire field center. This skill base includes discipline systems engineers, instrument systems engineers and end-to-end missions systems engineers. The development of these skills includes structured and targets training, continuing education and the development and maintenance of systems engineering guidelines and procedures. The contractor shall support the following sub-tasks:

Workforce Development Tools:

The SED, in cooperation with other GSFC Directorates, is developing a Web based information system that provides career planning tools and information to supervisors and employees. The contractor shall provide systems engineering and technical writing skills to assist with the development of this information system. Specifically, the contractor shall skill definition databases that can be integrated and benchmarked with the Web based system. The contractor shall also provide systems engineering skills to support the deployment of center-wide systems engineering education and development program (SEED). The SEED program will use elements of the skills database as well as program definition information that is used by GSFC's OHR for announcement purposes.

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PERFORMANCE SPECIFICATIONS:

1. Workforce Development Tools: Systems Engineering skills definition data base cross referencing SE skill set with knowledge, skills and abilities updated quarterly.
2. Systems Engineering Guidelines and Procedures: Update to the GSFC Systems Engineering Handbook to reflect NASA changes to NASA NPG 7120.5B and associated flow down to GSFC implementations 6 months ART, recommendations to NASA SE documentation updates quarterly.
3. Systems Engineering Training: Implementation of Systems Engineering Seminar Series to begin 2 months ART Course curriculum definition as required. The contractor shall coordinate, schedule, advertise and conduct the seminar and compile and distribute associated knowledge capture.
4. The contractor shall compile SE best practice and disseminate through the SED web site.
5. Bi-monthly technical and cost progress reports delivered to ATR and Ms. Nichole Richmond, Code 114.

APPLICABLE DOCUMENTS:

None.

TASK END DATE: 9/30/01

MILESTONES/DELIVERABLES AND DATES:

1. Workforce Development Tools: Systems Engineering skills definition data base updated quarterly.
2. Systems Engineering Guidelines and Procedures: Update to the GSFC Systems Engineering Handbook 6 months ART, recommendations to NASA SE documentation updates quarterly.
3. Systems Engineering Training: Implementation of Systems Engineering Seminar Series to begin 2 month ART Course curriculum definition as required.
4. The contractor shall compile SE best practice and disseminate through the SED web site: due 9 months ART
5. Bi-monthly technical and cost progress reports delivered to ATR and Ms. Nichole Richmond, Code 114.

PERFORMANCE STANDARDS:

Schedule: On-time delivery of the above.
Technical: ATR's acceptance of the above.

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

M. Weiss, Bldg. 23, Room S400

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Contract NAS5-99124

STATEMENT OF WORK:Task #: **341**Task Title: **Systems Engineering Training Initiatives****Systems Engineering Guidelines and Procedures:**

There are several systems engineering handbooks that have been produced by NASA and various field centers. Most of these "standards" have not been maintained in a timely fashion and the traceability to recent updates of NASA Handbooks (i.e., NHB 7120.5A) is not maintained. These handbooks are required training materials for GSFC Systems Engineering classes. Failure to provide updated systems engineering training material will result in an inadequately trained workforce, both technically and strategically. The contractor shall provide systems engineering skills to update the GSFC Systems Engineering Handbook and provide recommendations for updates to NASA systems engineering guidelines. These updated handbooks will be used in GSFC Systems Engineering training classes. This update shall be provided electronically for incorporation into the SED electronic library.

Systems Engineering Training:

The contractor shall supply systems engineering skills to coordinate, implement, and document a systems engineering seminar to be conducted bimonthly at GSFC. This seminar shall focus on relevant topics that cover the broad spectrum of systems engineering activities at GSFC and span the interest of all systems engineering skills bases. The contractor shall also provide the systems engineering skills to produce curriculum for systems engineering training courses including, but not limited to, systems engineering lessons learned, instrument systems engineering, and collaborative systems engineering. These curriculums shall be transmitted through the SED to GSFC's Office of Human Resources for implementation.